

## DEPARTMENT OF SOCIAL SERVICES

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June 15, 1981

ALL-COUNTY LETTER NO. 81-60

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CIVIL RIGHTS COORDINATORS  
ALL STAFF DEVELOPMENT OFFICERS

SUBJECT: CULTURAL AWARENESS TRAINING

REFERENCE: ALL-COUNTY LETTER N. 80-63

All-County Letter Number 80-63 requires that each county develop a cultural awareness training program as part of their annual Civil Rights Plan. Several counties have requested clarification as to when the cultural awareness training must be provided to their staff.

It was expected that each county would develop and provide cultural awareness training within the effective period of their annual Civil Rights Plan. For example, if the Civil Rights Plan has an effective period of August 1, 1980, through July 31, 1981, the training should be underway prior to the expiration date of the plan (July 31, 1981).

As All-County Letter N. 80-63 was not issued until November, 1980, many counties did not have sufficient time to develop and provide training prior to the expiration of their current plan. Therefore, those counties should develop and begin training prior to December 31, 1981.

If your annual Civil Rights Plan expires prior to August 1, 1981, please include your proposed cultural awareness program, including beginning and completion dates of initial training and plans for continuing the training for new employees, when submitting your annual update. Counties whose plans expire subsequent to August 1, 1981, and who have not included the cultural awareness program in the annual update are requested to submit an addendum to their plan by August 1, 1981.

An additional question was raised regarding the number of staff hours of training required for each employee. No general requirement has been made in the past, because the need varies according to the size and demography of each county.

If you have any questions, please contact the Civil Rights Bureau at  
(916) 322-4134.

Sincerely,



CLAUDE E. FINN  
#02 Deputy Director  
Administration

cc: CWDA